

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 735-8660

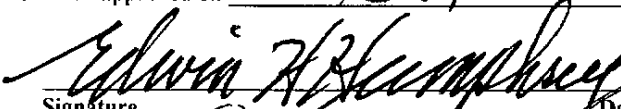
<u>289 EAST MAIN STREET</u>	<u>BATAVIA</u>	<u>45103</u>	<u>CLERMONT</u>
(Address)	(City)	(Zip code)	(County)

(2) FROM: <u>Department of Job &amp; Family Services</u>	<u>6240</u>
(Political subdivision name)	(Unit)

	<u>Tim McCartney</u>	<u>Director</u>	
(Signature of responsible official)	(Name)	(Title)	(Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 9-30-09 as reflected by the minutes kept by this commission.

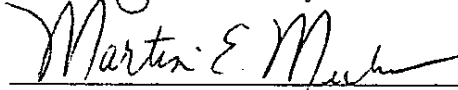
Chairman, Records Commission:

	<u>9-30-09</u>
Signature	Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

	<u>10/20/09</u>
For the Ohio Historical Society	Date

Approved by the Ohio Auditor of State:

	<u>11-3-09</u>
For the Ohio Auditor of State	Date

\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description <b>AGENCY ADMINISTRATIVE ALL DIVISIONS</b>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-01-AD	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-01-AD-A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal, or legal value in electronic format	Electronic or All Other Media	
07-01-AD-B	Annual Reports	Permanent	Microfilm	
07-02-AD	Audit Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-02-AD-A	Audit Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Department of Job & Family Services  
(Political subdivision name)

6240  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-02-AD-B	Audit Reports	Permanent	Microfilm	
07-03-AD	Blank Forms	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic	
07-04-AD	Bulletins/Posters	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic	
07-05-AD	Certified Mail	3 years after audit	Paper/Electronic	<del>Author keeps the hard copy of the records</del>
07-06-AD	Contracts (ORC 2305.06)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	<del>Author keeps the hard copy of the records</del>
07-06-AD-A	Contracts (ORC 2305.06)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	<del>Author keeps the hard copy of the records</del>
07-06-AD-B	Contracts (ORC 2305.06)	15 years after expiration	Microfilm	
07-07-AD	Copies/All Media	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic	
07-08-AD	General & Routine Correspondence	Retain until no longer of an administrative value	Paper/Electronic	
07-09-AD	Desk/Appointment Calendar	3 months	Paper/Electronic	
07-10-AD	Federal Grant Files, Supporting Financial Records and Documents(until audits conducted and reports released and all litigation, claims and finding resolved)	After State and Federal audits	Paper/Electronic	
07-11-AD	Inventories (annual of department property) copy (original filed with Auditor and BCC)	1 year	Paper/Electronic	
07-12-AD	Management and Operations Reports including State/Federal	5 years	Paper/Electronic	
07-13-AD	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-13-AD-A	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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FROM: Department of Job & Family Services  
(Political subdivision name)

6240  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-13-AD-B	Publications (manuals, policies, procedures, rules and regulations, Meeting minutes)	Permanent	Microfilm	
07-14-AD	Receipt Books (stubs or carbon copies)	Until audited	Paper/Electronic	
07-15-AD	Telecommunications Service Requests	2 fiscal years	Paper/Electronic	
07-16-AD	Telephone Long Distance Logs	2 years after audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec 117.26 O.R.C.
07-17-AD	Telephone Messages	Until it has no administrative value	Paper/Electronic	
07-18-AD	Customer Complaints	1 year and no longer of an administrative value	Paper/Electronic	
07-19-AD	Electronic Mail - Email	Retain according to content	Paper/Electronic	
07-20-AD	Executive Correspondence	Retain until no longer of an administrative value	Paper/Electronic	
07-21-AD	Memos/Drafts/Internal Notes	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic	
07-22-AD	Policies/Procedures/Decisions/Operational Records for Agency	Retain until superseded or replaced	Paper/Electronic	
07-23-AD	Transient Documents	Until no longer of an administrative value (RC-3 not required)	Paper/Electronic	
07-46-AD	Annual Plans Plans for each program year	3 years	Paper/Electronic	
07-47-AD	Client Files Includes all WIA/JTPA, SYEP files. These files contain applications, eligibility, determination, documentation, terminations/closings, case notes, vouchers, correspondence, employability plans, sanctions, attendance reports, school and work schedules, change notices, releases, individual service strategy, complaints and grievances.	3 years	Paper/Electronic	
07-50-AD	Equal Employment Records	1 year after settlement	Paper/Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET

FROM: Department of Job & Family Services  
(Political subdivision name)

6240/6180  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-51-AD	Fiscal Records (ledgers, journals, invoices, payroll, state reports, allocations, worksheets and closeouts)	5 years	Paper/Electronic	
07-52-AD	Monitoring Reports (Programs activities, office systems) (4233)	3 years	Paper/Electronic	
07-53-AD	On The Job Training Files (individual files)	6 years closed	Paper/Electronic	
07-54-AD	Payroll Records: Needs-Based-Payments (payments made to clients)	6 years	Paper/Electronic	
07-55-AD	Targeted Jobs Tax Credit Vouchers	1 year	Paper/Electronic	
07-56-AD	Tracking Records (all enrollment and applicant data)	3 years	Paper/Electronic	
07-57-AD	Unemployment Records (participants receiving compensation)	5 years	Paper/Electronic	
07-58-AD	Workers Compensation Claims (participants)	10 years after final payment	Paper/Electronic	
07-89-AD	Fiscal Reports	3 years	Paper/Electronic	
Schedule Number	Record Title and Description <b>CHILD SUPPORT ENFORCEMENT- 6180</b>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-01-CSEA	Child Support Payment Cards	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-01-CSEA-A	Child Support Payment Cards	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-01-CSEA-B	Child Support Payment Cards	Permanent	Microfilm	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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FROM: Department of Job & Family Services  
(Political subdivision name)

6240/6180

(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-02-CSEA	CSEA closed paternity files with support orders established	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-02-CSEA-A	CSEA closed paternity files with support orders established	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-02-CSEA-B	CSEA closed paternity files with support orders established	18 years after case closure	Microfilm	
07-03-CSEA	CSEA closed paternity files with paternity established only	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-03-CSEA-A	CSEA closed paternity files with paternity established only	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-03-CSEA-B	CSEA closed paternity files with paternity established only	18 years after case closure	Microfilm	
07-04-CSEA	ATEK Remittance Documents	Permanent	Microfilm	
07-05-CSEA	IRS Offset Records: Electronic data generated information acquired on magnetic tape backup and produced as paper form. This includes documentation relative to SETS/ATEK Reports and State and County Reports.	3 years	Paper/Electronic	
07-06-CSEA	Bank Reconciliation	7 years	Paper/Electronic	
07-07-CSEA	Recoupment Records	3 years after all activities exhausted and paid	Paper/Electronic	
07-18-CSEA	Check Registers (register of checks issued)	3 years after audit	Paper/Electronic	
07-19-CSEA	Child Support Receipts (carbon copies of originals for Child Support Payments)	Until audited by Auditor of State	Paper/Electronic	
07-22-CSEA	Closed IV-D Files and Non-IV-D Files	3 years after closure provided case has not reopened & audited	Paper/Electronic	

*Audited means: the year's encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.*

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Department of Job & Family Services  
(Political subdivision name)

6240/6244

(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Series Title <b>CHILDREN'S PROTECTIVE SERVICES -6244</b>	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
07-25-CPS	Adoption Records	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-25-CPS-A	Adoption Records	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-25-CPS-B	Adoption Records	Permanent	Microfilm	
07-26-CPS	Adult Services Quarterly Reports	3 years after audit	Paper/Electronic	
07-27-CPS	Annual Statistical Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
07-27-CPS-A	Annual Statistical Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-27-CPS-B	Annual Statistical Reports	Permanent	Microfilm	
07-28-CPS	Foster Home Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-28-CPS-A	Foster Home Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-28-CPS-B	Foster Home Files	Permanent	Microfilm	
07-31-CPS	Bus Ticket Cards (CART)	3 years, audited	Paper/Electronic	
07-32-CPS	Case Files (CPS)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-32-CPS-A	Case Files (CPS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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FROM: Department of Job & Family Services  
(Political subdivision name)

6240/6244  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-32-CPS-B	Case Files (CPS)	Permanent	Microfilm	
07-33-CPS	Family Index At Case Files	1 year after fiscal year	Paper/Electronic	
07-34-CPS	Homemaker Case Notes (original in CPS file)	3 years	Paper/Electronic	
07-35-CPS	Investigation Records (confidential)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-35-CPS-A	Investigation Records (confidential)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-35-CPS-B	Investigation Records (confidential)	Permanent	Microfilm	
07-36-CPS	Maintenance Off Effort Records (documenting transportation and clients needing resources)	3 years after audit	Paper/Electronic	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
07-37-CPS	Master Index To Case Files	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-37-CPS-A	Master Index To Case Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-37-CPS-B	Master Index To Case Files	Permanent	Microfilm	
07-38-CPS	Monthly Statistical Report	5 years after fiscal year	Paper/Electronic	
07-39-CPS	Report of Child Abuse and Neglect (written notification should be retained in case records)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-39-CPS-A	Report of Child Abuse and Neglect (written notification should be retained in case records)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-39-CPS-B	Report of Child Abuse and Neglect (written notification should be retained in case records)	Permanent	Microfilm	

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FROM: Department of Job & Family Services  
(Political subdivision name)

6240/6244  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5) Schedule Number	(6) Record Series Title	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
07-40-CPS	Service Files (CPS)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-40-CPS-A	Service Files (CPS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-40-CPS-B	Service Files (CPS)	Permanent	Microfilm	
07-41-CPS	Social Worker's Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-41-CPS-A	Social Worker's Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-41-CPS-B	Social Worker's Reports	Permanent	Microfilm	
07-42-CPS	Suspected Abuse of Adult Records	10 years	Paper/Electronic	
07-43-CPS	Taxicab Trip Cards (EMT Files)	3 years, audited	Paper/Electronic	
07-44-CPS	Visitors Registers	1 year after last entry	Paper/Electronic	
07-45-CPS	Transportation Files (Combines CART, CAB and DJFS)	3 years, audited	Paper/Electronic	
Schedule Number	Record Series Title <b>ADULT, CHILD &amp; FAMILY STABILITY</b>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-001-ACFS	Child Care Active	3 years	Paper/Electronic	
07-002-ACFS	Child Care Closed	3 years continuously closed	Paper/Electronic	
07-003-ACFS	Child Care Provider Files application, background checks, references, medical statement, contract, certificate, inspection reports, parent/provider agreements and complaints	3 years after services terminated	Paper/Electronic	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.



**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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FROM: Department of Job & Family Services 6240  
(political subdivision name) (unit)

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-004-ACFS	Child Care Provider Enrollment Records	3 years	Paper/Electronic	
07-005-ACFS	OWF (Ohio Works First) Active	7 years	Paper/Electronic	
07-006-ACFS	OWF (Ohio Works First) Closed	3 years continuously closed	Paper/Electronic	
07-007-ACFS	OWF (Ohio Works First) Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic	
07-008-ACFS	Food Stamp/Active	7 years	Paper/Electronic	
07-009-ACFS	Food Stamp/Closed	3 years continuously closed	Paper/Electronic	
07-010-ACFS	Food Stamp Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic	
07-91-AD	Food Stamps IEVS (case not reopened)	3 years after case closed	Paper/Electronic	
07-93-AD	IEVS Delinquency Lists (listing of delinquent IEVS matches)	6 months	Paper/Electronic	
07-94-AD	IEVS Alerts Lists (listing of all high & medium IEVS alerts) (GDE 007RA)	3 months	Paper/Electronic	
07-011-ACFS	Medicaid/Active	7 years	Paper/Electronic	
07-012-ACFS	Medicaid/Closed	3 years continuously closed	Paper/Electronic	
07-013-ACFS	Medicaid Deceased Case Record	3 years after closed	Paper/Electronic	
07-014-ACFS	Medicaid Overpayment Record	3 years after all actions exhausted and paid	Paper/Electronic	
07-015-ACFS	PRC (Prevention, Retention and Contingency)	3 years	Paper/Electronic	
07-016-ACFS	Disability Financial Assistance/Disability Medical Assistance/Active	7 years	Paper/Electronic	
07-018-ACFS	Disability Financial Assistance/Disability Medical Assistance/Closed	3 years continuously closed	Paper/Electronic	
07-019-ACFS	ODJFS 2453's (non-active) Hospital Admission Notices	1 year	Paper/Electronic	
07-020-ACFS	NET, Healthcheck and PRS (Pregnancy Related Services) Materials	3 years	Paper/Electronic	
07-021-ACFS	Investigative/Complaint Files	Until final disposition in case has been made	Paper/Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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FROM: Department of Job &amp; Family Services

6240

(Political subdivision name)

(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-022-ACFS	Monthly Report Records Confidential Records	3 years	Paper; CRISE Screen Prints and Control-D Reports	
07-023-ACFS	FTI Records Destruction Log	3 years	Paper/Electronic	
07-024-ACFS	IRS Address Information Lists	3 years	Paper/Electronic	
07-025-ACFS	IRS Offset Lists	3 years	Paper/Electronic	
07-026-ACFS	IRS Offset Submission Lists	3 years	Paper/Electronic	
07-027-ACFS	Long Term Care Transmittal Letters	2 years	Paper/Electronic	
07-028-ACFS	Hearing Docket	2 years after final action	Paper/Electronic	
07-029-ACFS	Intake Appointment Schedule	1 year	Paper/Electronic	
07-030-ACFS	Customer Receipts	6 months	Paper/Electronic	
07-031-ACFS	CRIS-E Information Reports	1 month or no longer of an administrative value	Paper/Electronic	
07-032-ACFS	Voter Registration: Notice of Rights	2 years	Paper/Electronic	
07-033-ACFS	Voter Registration: Record of Transmission	2 years	Paper/Electronic	
Schedule Number	Record Series Title <b>FISCAL DIVISION</b>	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-102-F	Account Receivable Ledger and Documents	4 FY after paid, audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
07-103-F	Annual Account Records (contains work and expense accounts)	3 years, audited	Paper/Electronic	
07-104-F	Annual Budgets	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-104-F-A	Annual Budgets	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-104-F-B	Annual Budgets	Permanent	Microfilm	
07-105-F	Annual Reports	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	

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(Political subdivision name)

6240  
(Unit)

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Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-105-F-A	Annual Reports	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-105-F-B	Annual Reports	Permanent	Microfilm	
07-106-F	Appropriation Ledger (records of expenditures, purchase orders, and appropriation balances)	10 years after last entry	Paper/Electronic	
07-107-F	Auditor's Revenue Control Reports	3 years provided audit and no problems	Paper/Electronic	
07-108-F	Audit Reports (Bureau of Inspection and Supervision)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-108-F-A	Audit Reports (Bureau of Inspection and Supervision)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-108-F-B	Audit Reports (Bureau of Inspection and Supervision)	Permanent	Microfilm	
07-109-F	Bank Deposit Receipts	2 years after FY, audited	Paper/Electronic	
07-110-F	Bank Statements	3 years after FY, audited	Paper/Electronic	
07-111-F	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
07-111-F-A	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
07-111-F-B	Bids (successful) (file with contracts, includes requests for proposals) (copies, original to BCC) (equipment/supplies/service)	15 years after expiration	Microfilm	
07-112-F	Bids (unsuccessful), provided audited by Auditor of State. (same as above)	2 years after letting of the contract	Paper/Electronic	

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6240

(Political subdivision name)

(Unit)

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Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-113-F	CDHS Daily Time Report (ODHS 2808)	3 years after FY, audited	Paper/Electronic	
07-114-F	Cancelled Checks	3 years after FY, audited	Paper/Electronic	
07-115-F	Cash Books and Cash Journals (all items must clear)	Audited	Paper/Electronic	
07-116-F	Check Registers	3 years after FY, audited	Paper/Electronic	
07-117-F	Children's Services Quarterly Statistical Reports (part b) (ODHS 4281)	3 years after FY, audited	Paper/Electronic	
07-118-F	Federal Child Welfare IV-B (ODPW 2009 and ODPW 2010)	3 years after FY, audited	Paper/Electronic	
07-119-F	Federal Grant Files Supporting Financial Records and Documents (until State and Federal audits, finding resolved)	3 years, audited	Paper/Electronic	
07-120-F	Fiscal Reports (OHDS 2590, 2834, 2835, 4227, 4224 & AA90)	3 years, audited	Paper/Electronic	
07-121-F	Fiscal Records (JPTA)	5 years, audited	Paper/Electronic	
07-122-F	Independent Living Initiative (OHDS 2020)	3 years after FY, audited	Paper/Electronic	
07-123-F	Invoices (records copy send to Auditor)	3 years after FY, audited	Paper/Electronic	
07-124-F	Leave Requests (sick, vacation & personal)	3 years after FY, audited	Paper/Electronic	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 G.S.
07-125-F	Monthly Net Expenditures (OHDS 2827)	3 years after FY, audited	Paper/Electronic	
07-126-F	Official/Employee's Bond	10 years after expiration, audited	Paper/Electronic	
07-127-F	Pay-Ins to Treasury Records	4 FY, audited	Paper/Electronic	
07-128-F	Payment Journals	3 years after FY, audited	Paper/Electronic	
07-129-F	Payroll Records (shows name, base and net salary and all withholdings) (copies of payroll records)	3 years after FY, audited	Paper/Electronic	
07-130-F	Purchase Orders (original at Auditor's Office)	3 years after FY, audited	Paper/Electronic	
07-131-F	Quarterly report or CDHS FTE Positions (ODHS 4290)	3 years after FY, audited	Paper/Electronic	
07-132-F	Random Moment Records-Code Sheet (ODHS 1432) Follow up (ODHS 1433) and IM Observation Form (ODHS 2710) (ODHS 2714)	4 years after reporting quarter	Paper/Electronic	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM: Department of Job & Family Services  
(Political subdivision name)

6240  
(Unit)

*\*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Series Title	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-133-F	Receipt Books (stubs or carbon copies of originals issued for payment)	Until audited	Paper/Electronic	
07-134-F	Records of Accrued Fees	Until audited	Paper/Electronic	
07-135-F	Records of Receipts and Expenditures	10 years after last entry, audited	Paper/Electronic	
07-136-F	Requisitions	3 years after FY, audited	Paper/Electronic	
07-137-F	State Child Welfare Subsidy (ODPW 2023 & 2025)	3 years after FY, audited	Paper/Electronic	
07-138-F	Time Sheets	3 years after FY, audited	Paper/Electronic	
07-139-F	Title xx Social Service Summary (ODHS 1811)	3 years after FY, audited	Paper/Electronic	
07-140-F	Travel Approval/Expense Report (original at Auditor's Office)	3 years after FY, audited	Paper/Electronic	
07-141-F	Voucher Registers	4 years until audited	Paper/Electronic	
07-143-F	Warrant Registers	4 years until audited	Paper/Electronic	
07-144-F	Warrants (paid/cancelled)	4 years until audited	Paper/Electronic	
07-145	Pay for Stay Dismissed Charges	Destroy when determined by Justice Connection Investigator to have no administrative value	Paper/Electronic	
07-146	Pay for Stay Case Files	1 year after Paid in Full	Paper/Electronic	